Chicago Area Council Owasippe Lodge #7

PREFACE

For many years, it has been the wish of many members to have a set of lodge rules which would be clear, simple, and effective. There were always so many complaints about procedure, usefulness, or clarity. The proposed rules enclosed would eliminate those complaints and would set a precedent for chapter and lodge officers in an efficient Order of the Arrow program.

Unfortunately, in the past, some of the rules clearly favored the whims of adults or certain "cliques" and neglected to recognize the Owasippe Lodge as a "boys'" organization. This one set of "By-Laws", unlike the two sets of "Rules" and "Rules of Procedure", is clearly outlined and definitely favors a stronger "boy" management. It takes into account every aspect of lodge management so that the Order in the Chicago Area Council could be operated in a flawless manner, presenting as many leadership opportunities as possible to Arrowmen under twenty-one years of age.

This document places the authority of maintaining the lodge in the hands of the Chapter Chiefs who directly represent the thousands of Arrowmen in the Chicago Area Council. Granted, the five elected lodge officers are leaders in the lodge organization, but are also servants of the lodge, reacting to needs and administering the rules as set forth by the Lodge Executive Committee or more specifically, the Chapter Chiefs. A balance of executive power exists between the Chapter Chiefs and the Lodge Officers. Neither will be "dictators" nor "puppets". The chapter still retains its identity as the major administrative O/A unit in the Chicago Area Council, but is also united with other chapters setting and enforcing Council O/A policies, making for a common bond called "Owasippe Lodge".

It is of my opinion that these "By-Laws" could be the most effective rules ever established by Owasippe Lodge. There is no reason why these rules could not last for many years to come. The flexibility of the document provides for that. Owasippe Lodge faces many problems, a small part of which would be solved through these new "By-Laws". The other part of any solution is the combined support its members give to it.

The Lodge Rules Committee started its work in November of 1970, and has been working continuously until this time. The committeemen have thought of every conceivable problem, and have discussed and rediscussed one hundred topics. It was a long road, but every measure was taken to make the "By-Laws" a clear, concise, and operational set of rules. No selfish motives entered into any considerations of the enclosed material. Unselfish interest in the welfare of the Owasippe Lodge was the only motivating power. I sincerely hope you read and study this document in the right perspective, and become as dedicated to the future of Owasippe Lodge as our committee has grown to be.

Yours in Service,

RON KULAK
Chairman, Rules Committee

RK/hk
2/16/72

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"IF YOU'RE NOT PART OF THE SOLUTION, YOU'RE PART OF THE PROBLEM"

THE PROPOSED BY-LAWS OF OWASIPPE LODGE, W.W.W. #7

ARTICLE I : NAME AND TOTEM

Sec.1. The name of this organization will be "Owasippe Lodge, Order of the Arrow - W.W.W. #7".

Sec.2. The totem of this lodge shall be the hand of friendship plus the arrow nestling in the palm of the hand.

ARTICLE II : AFFILIATION

Sec.1. The Owasippe Lodge receives its authority to operate from and is chartered from year to year by the National Council, Boy Scouts of America.

Sec.2. This Lodge shall be affiliated with the Chicageo AREa Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Council Scout Executive.

ARTICLE III : MEMBERSHIP

Sec.1. Election to Membership

A. Requirements and method of election to membership shall be as stated in the latest release from the National Order of the Arrow Committee on Membership Requirements and Unit Election Procedures.

B. Each Chapter will have a unit elections committee which will be responsible for conducting the unit O/A elections within its district. Upon request, the election team will present the proper forms to the unit leader and assist him in conducting the election.

C. Nominations for district non-unit Scouters must first be approved by the Chapter, then presented in resume form to the Lodge Executive Committee for final approval, The resume must be endorsed in signature by the Chapter Chief and Adviser. Eligibility requirements are as stated in the most recent release from the National O/A Committee on Order of the Arroow Membership Requirements and Unit Elections Procedures. A Non-unit Scouter is one who holds primary registration on the district or council level.

D. Honorary membership in the Order shall not be given.

Sec.2. Induction to Membership

A. The procedures for conducting the Ordeal shall be as stated in the most recent issue of the Order of the Arrow Handbook.

B. The procedures for conducting the Pre-Ordeal and Ordeal ceremonies shall be as stated in the most recent issue of the Ordeal Ceremony.

C. Each Chapter may develop its own Calling-Out Ceremony or follow the suggested method in the Ordeal Ceremony. The Calling-Out Ceremony should be conducted with the solemnity and purpose of the Order at a time when it can impress the Scouts and/or Explorers of that person's unit and district.

Sec.3. Registration

A. All members of the Owasippe Lodge must be registered members in the Chicago Area Council, Boy Scouts of America, as stated in the Order of the Arrow Handbook.

B. Each Arrowman must pay annual lodge dues to be considered an active member of Owasippe Lodge. (refer to article on finances)

C. When a member moves from the jurisdiction of the Chicago Area Council and requests to be transferred to another Lodge, the Corresponding Scribe of Owasippe Lodge will prepare the member's service record and forward it to the new lodge.

D. All members who were inducted into the Owasippe Lodge prior to 1929 shall constitute the charter membership of the Lodge.

ARTICLE IV : LODGE ADMINISTRATION

Sec.1. Lodge Elected Officers

A. The elected officers of Owasippe Lodge shall be Chief, Vice-Chief, Recording Scribe, Corresponding Scribe, and Treasurer. These officers shall be under the age of twenty-one (21) for their entire term of office.

B. The term of office for all lodge officers shall be from January 1 to December 31. The Officers shall be installed during the month of December.

C. An elected lodge officer may not simutaneously serve as a chapter elected officer.

D. The Lodge Chief shall:

1. Preside at meetings of the Lodge Executive Committee.
2. Be responsible for the proper functioning of the Order of the Arrow in the Chicago Area Council and seek to help all chapters maintain the principles of the Order.
3. Co-ordinate the functions of the lodge officers and committees in the management of Owasippe Lodge.
4. Be the direct representative of Owasippe Lodge at all area and national meetings of the Order as well as meetings of the Chicago Area Council.
5. Appoint such operating committees as may be required from time to time with the approval of the Lodge Executive Committee.
6. Appoint all lodge operating committee chairmen and their committee advisers, and he will approve each chairman's selection of members to their respective committees.
7. Be an ex-officio member of all lodge committees.
8. Appoint a Lodge Meteu, Parliamentarian, Summer Camp Chief, and any other officers deemed necessary by the Lodge Executive Committee.
9. Appoint replacements for elected and appointed lodge officers as well as lodge committee chairmen when necessary.

E. The Lodge Vice-Chief shall:

1. Assume the duties of the Chief in his absence.
2. Give aid to chapters in their camping promotion programs.
3. Assume any additional duties assigned by the Lodge Chief.

F. The Lodge Recording Scribe shall:

1. Record the minutes of all lodge meetings and activities.
2. Be responsible for the maintenance and accuracy of all lodge records and for the availability of all updated O/A forms to chapter personnel.

G. The Lodge Corresponding Scribe shall:

1. Be responsible for all correspondence with chapters, Lodge Executive Committee members, other lodges, the Chicago Area Council, National Council, and the general public.
2. Be responsible for the printing and the mailing of a newsletter and any special lodge flyers.

H. The Lodge Treasurer shall:

1. Keep a complete record of all financial transactions of the Owasippe Lodge.
2. Be responsible for the payment of all lodge expenses as they occur.
3. Keep a record of all money received for registrations of membership and submit all names and records of registration to the Lodge Recording Scribe.
4. Be chairman of the Lodge Budget Committee.
5. Be responsible for issuing chapter account reports and statements.
6. Issue a financial report to the Lodge Executive Committee at its general meetings.
7. Be responsible for the registrations for all lodge activities.
8. Be responsible for the sale of O/A items and the recording of such transactions at lodge activities.

Sec.2. Lodge Appointed Officers

A. The Lodge Meteu and Parliamentarian shall be appointed by the Lodge Chief by the January Lodge Executive Committee meeting.

B. A Summer Camp Chief shall be appointed by the Lodge Chief by the first day in April. (refer to Article VII)

C. The term of office for all appointed officers shall coincide with that of the elected officers. All appointed officers shall be under the age of twenty-one (21) for their entire term of office.

D. The Lodge Meteu shall:

1. Develop and train a Lodge Ceremonial Team consisting of at least four boy members of Owasippe Lodge. It will be their duty to carry out all Lodge ceremonies and to assist chapters in the training of their ceremonial teams.
2. Be responsible for the upkeep and repair of all Lodge costumes. He is to provide a sufficient amount of costuming to the Summer Camp for its ceremonies.
3. Be responsible for the proper presentation of all Ordeal, Brotherhood, Vigil, and other ceremonies, Lodge and Chapter, in keeping with the highest traditions of the Order of the Arrow and the Boy Scouts of America.

E. The Lodge Parliamentarian shall:

1. Be versed in the rules of parliamentary procedure.
2. Upon their request, advise the presiding officers of the Lodge Executive Committee on questions of procedure in transacting the business of the Lodge.

Sec.3. The Lodge Adviser shall:

A. Be appointed by the Scout Executive of the Chicago Area Council in consultation with the related Camping Committee Chairman. His term of office shall coincide with that of the Lodge Officers.

B. Serve as consultant to the Lodge Officers and the Lodge Executive Committee.

C. Serve as a member of the Executive Committee of the Council Camping Committee to coordinate the program of the Lodge with the objectives of his committee.

D. Assist the Council Scout Executive in the selection of Chapter Advisers.

E. Approve all decisions and appointments made by the Lodge Chief.

Sec.4. The Lodge Executive Committee shall:

A. Be composed of the lodge officers, the immediate past Lodge Chief, the Chief and Adviser to each Chapter, the lodge operating committee chairmen, the Lodge Adviser, a member of the Council Camping Committee, the Scout Executive, and the Staff Adviser.

B. Approve lodge activities, operating committees, lodge dues, and all lodge expenditures and determine and enforce the operating policy of the lodge.

C. Meet monthly excluding July and August. The Lodge Chief may call special meetings of the Lodge Executive Committee.

D. Incorporate the following policies on voting:

1. At all meetings of the Lodge Executive Committee, voting will be restricted to Chapter Chiefs or their designated boy representatives. Voting will be by roll of Chapters with each Chapter being represented by one vote.
2. A quorum shall consist of one-half of the Chapter Chiefs. A quorum must be present for voting. The exception to this rule is in relation to Lodge Officer Elections.
3. Voting rights on the Lodge Executive Committee shall not be granted to Lodge Officers unless they are designated representatives of their Chapter Chiefs.
4. Except where specifically mentioned, all motions will be carried by a majority vote. In case of a tie, the motion will be made again and, if seconded, followed by a second voting. If a tie still exists, the Chairman of the Lodge Executive Committee will cast a tie breaking vote. The exception to this rule on ties is in relation to Lodge Officer Elections.

E. Approve, at the March Lodge Executive Committee meeting, the calendar of Lodge events for the ensuing operating year as presented by the Lodge Officers. Additions and/or corrections to the calendar may be submitted for approval by any Executive Committee member.

Sec.5. Lodge Officer Nominations and Elections

A. The Lodge Chief shall appoint a Nominating Committee before the April Lodge Executive Committee meeting consisting of two lodge boy members (not belonging to the same chapter) from each Council Area, a chairman, and an adult adviser. No lodge officer may chair or have any vote on this committee. The committee shall attempt to form a double slate of officer nominees.

B. Before the April Lodge Executive Committee meeting, forms to be completed by all members interested in running for lodge office for the ensuing year shall be sent to each Chapter Chief. The completed forms are then to be forwarded to the Lodge Nominating Committee by the May Lodge Executive Committee meeting.

C. The Chairman of the Nominating Committee shall present the slate of officer nominees to the Executive Committee at its September meeting. At this time, nominations from the floor, which are seconded and carried by the Executive Committee, will be accepted providing that the nominee's form was previously presented to the Nominating Committee and approved by the Lodge Adviser at least two weeks prior to the September Executive Meeting.

D. During the second week of October, a letter shall be sent to each Chapter Chief from the Lodge Corresponding Scribe. It shall contain the names of all candidates for lodge office and a concise resume of the qualifications of each candidate.

E. The election of Lodge Officers will take place at the November Lodge Executive Committee meeting. A quorum shall consist of two-thirds of the Chapter Chiefs . A quorum must be present for voting.

F. Voting will be by Chapter Chiefs or their designated boy representative. Each chapter will be represented by one vote per office. Voting will be by secret ballot. For each office, the candidate who received a plurality of the votes cast will be declared elected to his respective office. If a tie exists for any of the offices, the Lodge Chief shall call a short recess and convene with the incumbent elected lodge officers present and vote by secret ballot to break the tie(s).

Sec.6. Lodge Committees

A. Standing Committees of the Lodge will be the Nominating Committee, Vigil Honor Screening Committee, Budget Committee, and Ceremonial Team.

B. The majority of members on all lodge committees shall be under twenty-one (21) years of age and only these shall have voting rights within those committees.

C. All lodge committee chairmen shall be under the age of twenty-one (21) for their entire tenure.

ARTICLE V : FINANCES

Sec.1. The fiscal year for the Owasippe Lodge will be from January 1 to December 31. All Order fo the Arrow funds, Chapter and Lodge, shall be handled through the Chicago Area Council office and go through the normal accounting procedures used by the Council.

Sec.2. The amount of the lodge dues for the ensuing year will be decided by the Lodge Executive Committee at its June meeting. Chapter dues are left to the discretion of the chapter.

Sec.3. The Chapter Treasurer shall be responsible for the collection of lodge dues from the members of his chapter and the deposit of the same to the Lodge Treasurer by February 1. Upon receipt of said dues the Lodge Treasurer will issue an annual identification card to each paid member.

Sec.4. Members who have yet to deposit their dues to the Lodge Treasurer by February 1 will be considered inactive. If dues are paid after that date, a reinstatement fee of $.10 will be levied.

Sec.5. Lodge dues for newly inducted members will be 50¢ in the year of their induction.

Sec.6. The Lodge Budget Committee, chaired by the Lodge Treasurer, will develop a budget to be submitted to the Lodge Executive Committee in May. The budget will be discussed and acted on at the June Executive Committee meeting. Expenses not covered by the Lodge Budget must be approved by the Lodge Executive Committee before they may be incurred.

Sec.7. No funds of a chapter may be used by the Council or the Lodge except to pay Chapter approved bills of said Chapter.

ARTICLE VI : CHAPTER ORGANIZATION

Sec.1. The lodge shall be composed of chapters, one chapter per district.

Sec.2. Each chapter shall come under the supervision of the related District Camping Committee and the District Scout Executive.

Sec.3. In order for a chapter of the Owasippe Lodge to be formed or to retain its active status, it must have a minimum of ten registered O/A members, nine of whom must be under twenty-one (21) years of age. This requirement may be lowered by a majority vote of the Lodge Executive Committee when it feels that the situation calls for flexibility.

Sec.4. The names of the original six chapters that formed the Owasippe Lodge, and any subsequently deactivated chapters, shall be honorably retired to the activities of the Lodge and may never be used by any chapter in the Owasippe Lodge unless first approved by the Lodge Executive Committee.

Sec.5. The officers of each chapter of the Owasippe Lodge shall be Chapter Chief, Vice-Chief, Treasurer, and Scribe(s). These elected officers must be under twenty-one (21) years of age for their entire term of office.

Sec.6. The officers of the chapter shall be elected by the chapter's boy membership by secret ballot. The term of office for all officers shall be from January 1 to December 31. An election report shall be turned in to the Lodge Recording Scribe prior to the second Wednesday in December.

Sec.7. The Chapter Chief shall:

A. Preside at all meetings of the chapter.
B. Be the direct representative of his chapter at all Lodge Executive Committee meetings as well as meetings of his related district.
C. Be responsible for the proper functioning of the O/A in his district and seek to help his members maintain the principles of the Order.
D. Co-ordinate the functions of the officers and the committees in the management of his chapter.
E. Appoint such operating committees as may be required from time to time with the approval of the Chapter. He shall appoint the chairmen to each of these committees; all chairmen shall be under twenty-one (21) years of age for their entire tenure.
F. Appoint replacements for elected and appointed officers and committee chairmen of the chapter if necessary.
G. Be an ex-officio member of all chapter committees.

Sec.8. The Chapter Vice-Chief shall:

A. Assume the duties of the Chief in his absence.
B. Be responsible for the coordination of camping promotion between the chapter and the district's units.
C. Assume any additional duties assigned by the Chief.

Sec.9. The Chapter Treasurer shall:

A. Keep a complete record of all financial transactions of the chapter.
B. Be responsible for the payment of all chapter bills.
C. Receive and process all chapter and lodge dues for membership and submit all names, dues, and records of registration to the Lodge Treasurer.
D. Be responsible for the forwarding of chapter operating monies to its account in the Chicago Area Council office.
E. Issue a financial report to the chapter at its general meetings.
F. Be responsible for the registration for all chapter activities.

Sec.10. The Chapter Scribe(s) shall:

A. Record the minutes of all chapter meetings and activities.
B. Be responsible for the maintenance and accuracy of all chapter records.
C. Be responsible for the chapter's supply of O/A forms.
D. Be responsible for correspondence with the chapter's membership and the lodge.
E. Be responsible for the filling out and forwarding to the lodge all necessary forms and reports.
F. Acquire from the Chapter Treasurer all dues of newly inducted members and submit their names, membership cards, and dues to the Lodge Treasurer for registration.

Sec.11. The Chapter Adviser shall:

A. Be appointed by the Chicago Area Council Scout Executive in consultation with the Lodge Adviser, Lodge Chief, Staff Adviser, and the related District Camping Chairman. The term of office for the Chapter Adviser shall coincide with that of the chapter officers.

B. Be a member of his district's Camping Committee to coordinate the program of the Chapter with the objectives of his committee.

C. Serve as a consultant to the chapter and its officers.

D. Follow the same responsibilities outlined for the Lodge Adviser in the Order of the Arrow Handbook but in respect to his related chapter and district.

Sec.12. The majority of members on all chapter committees shall be under twenty-one (21) years of age and only these shall have voting rights within those committees.

ARTICLE VII : SUMMER CAMP

Sec.1. Any unit wishing to have its Ordeal Candidates inducted at Summer Camp must have had its O/A unit election report form turned in to the Lodge Recording Scribe prior to June 1. No O/A elections will be held at Summer Camp.

Sec.2. The Lodge Chief shall appoint a Summer Camp Chief and Adviser before the first day in April.

Sec.3. The Summer Camp Chief shall:

A. Be responsible for the proper presentation of all camp ceremonies, the maintenance of all Indian costuming, the processing of all newly inducted members' records, the coordination of the Ordeal Masters' functions, and all other Arrow affairs on the reservation.

B. Appoint, in consultation with his Adviser, the Lodge Chief, the Lodge Adviser and the Reservation Director, an adequate number of Ordeal Masters under twenty-one (21) years of age, to assist him. This appointment shall be made at least one month prior to the opening of camp.

C. The method of camp inductions and the selection of the ceremonial team(s) will be decided by the Summer Camp Chief and his Ordeal Masters after consultation with the Summer Camp Adviser.

Sec.4. At camp, membership file cards shall be processed and registrations of all newly inducted Ordeal Members will take place. Individual identification cards shall be distributed to newly inducted members prior to their departure from camp upon receipt of their registrations. A listing of all Chapter Chiefs and Advisers shall accompany the identification cards.

Sec.5. Brotherhood Ceremonies shall not be held at Owasippe Scout Reservation during the Summer Camp's periods of operation.

ARTICLE VIII : INSIGNIA AND PARAPHERNALIA

Sec.1. The wearing of O/A Sash and neckerchief(s) shall follow the policy described in the most recent issue of the Order of the Arrow Handbook.

Sec.2. Chapters may design a chapter patch for wear on a neckerchief only. Activity patches may also be designed. All neckerchief and patch designs must conform to council policies and be approved by the Lodge Elected Officers.

Sec.3. All lodge and other O/A items may be purchased only with a current lodge identification card.

Sec.4. The lodge flap or neckerchief may not be changed or altered unless first approved by a two-thirds majority vote of the Chapter Chiefs or their designated boy representatives.

ARTICLE IX : BROTHERHOOD MEMBERSHIP

Sec.1. Completion of the Brotherhood Membership shall be in accordance with the latest release from the National Order of the Arrow Committee.

Sec.2. The procedures for conducting the Brotherhood Ceremony will be as stated in the most recent issue of the Brotherhood Ceremony.

Sec.3. When a chapter inducts new Brotherhood Members, the Chapter Scribe must submit a listing of all those who were inducted to the Lodge Recording Scribe for processing of the members' records. This listing must be endorsed in signature by the Chapter Chief and Adviser.

ARTICLE X : VIGIL HONOR

Sec.1. The requirements and basis of selection for the Vigil Honor shall be as stated in the most recent release from the National O/A Committee.

Sec.2. Each chapter shall set up a Vigil Honor Screening Committee annually. This committee will determine if the chapter has any members eligible for the Vigil Honor. The committee shall be composed of an adult Adviser, a boy chairman and at least one other boy member. These committeemen shall be actively registered Vigil Honor members. If no Vigil Honor members are available, active Brotherhood members may serve as replacements. If members of the chapter are selected to be nominated for the Vigil Honor, a lodge nominating petition must be filled out and sent to the Lodge Vigil Screening Committee Adviser. The deadline for receiving petitions will be announced by the Lodge Chief.

Sec.3. The Lodge Chief shall appoint a Lodge Vigil Honor Screening Committee consisting of an Adviser, a boy chairman, and at least five other members, the majority of which shall be under twenty-one (21) years of age. All committeemen must be actively registered Arrowmen with the Vigil Honor and must be from different chapters in the lodge.

Sec.4. The Lodge Vigil Honor Screening Committee will meet as soon as possible after the deadline for receiving petitions. At least a majority of the boy members of the committee must be present to act officially. The adviser and chairman will separate the adult from the boy petitions for handling. No information as to name, chapter, or district will be discussed when considering the petitions. The Lodge Adviser shall approve all petitions that were passed by the screening committee.

Sec.5. Those Arrowmen selected for the Vigil Honor shall be called-out for recognition on a date selected by the Lodge Chief. All petitions not accepted shall be returned to the chapter after the call-out.

Sec.6. The procedures for conducting the Vigil Honor Ceremony shall be as stated in the most recent issue of the Vigil Honor Ceremony.

ARTICLE XI : AMENDMENTS

Sec.1. These rules shall be subject to amendment at any general or special meeting of the Lodge Executive Committee.

Sec.2. These rules may be amended by article, section, or part using the following procedure:

A. Submission of the proposed amendment(s) by any Lodge Executive Committee member to the Lodge Recording Scribe, in writing, prior to the meeting of the lodge where it is to be proposed.

B. The proposed amendment shall be read at the meeting of the date of the proposal by the Lodge Recording Scribe. Discussion of the the proposal will be permitted.

C. Within fifteen (15) days after the meeting, a written copy of the proposed amendment shall be sent to each member of the Lodge Executive Committee.

D. At the next general meeting of the Lodge Executive Committee, the proposed amendment shall be read for a second time; discussion of the proposal will be permitted. Following the discussion, the chairman shall present the proposed amendment to the Executive Committee for their approval. Two-thirds of the Chapter Chiefs or their designated boy representatives shall be required to pass the proposed amendment. Voting on the amendment shall be by secret ballot.

Sec.3. As the national policy of the Order of the Arrow changes from time to time, all references to the Order of the Arrow shall be interpreted from the most recent national release.

* *

RULES COMMITTEE 1/28/72

Bob Drzymkowski - Kanani
John Hurley - Mikanishkote
Bruce Lenell - Naju-Amochol
Randy Reichel - Lu-Mennepec
Russel Ruhloff - Ganschapuchk
Frank Zdanowski - Weas

Chairman - Ron Kulak

Advisers - Mr. Frank Accardi
- Mr. Bob Lipschultz

Special Assistance -
- Bob Ivetic
- Chuck Nagel
- Gordon Stiefel